



## **DIRECTOR**

(as of Jan 6, 2023)

The Director is the creative, artistic leader of the production and the production team. The St. Luke's Players Community Theatre (SLPCT) Executive shall provide each director access to "Policies & Customs", Welcome Brief, Intro Brief documents and harassment policies, the role of the Executive Liaison etc.

## **AUDITIONS**

- Refer to Audition section of production manual on St. Luke's Players Community Theatre (SLPCT) website

## **BEFORE REHEARSALS BEGIN**

- Familiarize with the play before meeting with the producer and stage manager.
- Together with producer, stage manager and executive select a production team.
- Visit the rehearsal space and become familiar with the potential of the space.
- Arrange meetings with the Producer, Stage Manager, Set Designer, Lighting and Sound Designers, and Costume Coordinator. Discuss production concept. Discuss master schedule and deadlines for production team.
- Organize a rehearsal schedule. If necessary, as the hall/stage is not available (e.g. previous production is still in performance) it may be necessary to rent space.
- Approve all designs, drawings and models. Share with the core design team.
- Attend "Meet and Greet" and "Read Through". Ensure that every cast and crew member has a copies of the Welcome Brief and Intro Brief documents.
- Attend production meetings every two weeks.
- Together with the stage manager provide the cast (and necessary crew) with a rehearsal schedule and list of Cast & Crew contact information. Distribute by email. Revise/update schedule as necessary. Specify when the cast should be "off-book".
- Programme Notes: Locate a bio for the playwright and find out if SLPCT can mention in advertising if a playwright has won an award for the play. Submit a 75-word bio and a ≥200-word "Director's Notes" and/or a play summary for programme.



## **REHEARSALS**

- Explore and discuss sub-text and character motivation.
- Provide time for external and internal character analysis and discussion.
- If appropriate, arrange for special guests to share script experiences with the cast. (e.g. Members of the Center on Deafness could speak with the cast of Children of a Lesser God)
- Begin taking and giving notes on the actor's performance as you shape and mold their character concept to fit the concept of the show.
- Let producer know if stage crew will be required.
- Frequently encourage and thank the actors and crew for their efforts.
- Help create a suitable press release.
- Provide "Director's Notes" and bio for the program.
- Provide pre-show and post-show articles for SLPCT Newsletter
- Together with the stage manager organize "dry tech" without cast.
- Technical rehearsal 1-2 weeks prior to opening with cast (cue to cue).
- Encourage lighting and sound to be included in rehearsals as soon as possible.

## **WEEK PRIOR TO OPENING**

- Coordinate all activities of technical rehearsal(s) with the Stage Manager and Producer.

## **DURING THE RUN OF THE SHOW**

- The Stage Manager is in charge of the show. The director may attend performances as a member of the audience. Any comments should be communicated to the stage manager or the producer.

## **AFTER THE SHOW**

- Attend the strike.
- Attend the post production meeting to offer changes to improve future productions.



**ST. LUKE'S PLAYERS**  
COMMUNITY THEATRE SINCE 1948!

# PRODUCTION GUIDE